

## Prior Approval Scenarios

### **Scenario 1:**

A program director on a literacy grant was budgeted to work 100% of her time on the award. She has been asked to reduce her time to 80% for next two months in order to assist another project with start-up duties. She was not named in the grant application. Is prior written approval required?

### **Scenario 2:**

Due to an exceptionally busy season, Housing our Community has requested most Program Assistants to work overtime. Should the organization obtain prior approval from its federal funding agencies before the overtime costs are paid out? Should they obtain prior written approval before the overtime hours are worked?

### **Scenario 3:**

The City of Elmvile has a grant to build restrooms and shelters at several parks. The City has terminated the staff member overseeing the project due to misconduct. The terminated staff member was named in the grant application. Is prior written approval required for his replacement?

### **Scenario 4:**

The University of Michigan would like a 9 month extension on its research grant. Is prior written approval required?

### **Scenario 5:**

Healthy Houston has a \$100,000 grant for nutrition education, and would like to move \$20,000 from the Personnel category to the Supplies category. The agency has enacted a 10% budget change requirement for budgets over the simplified acquisition threshold. Is prior written approval required?

### **Scenario 6:**

The Oak City School District has a grant from the Department of Education for after school programming. The District proposed services at 18 campuses in the grant application, but has determined it would like to provide services with grant dollars at a 19<sup>th</sup> campus. They have found savings in the budget so that they can serve the 19<sup>th</sup> campus without any additional federal money. Is prior written approval required?

### **Scenario 7:**

Heart Health has a \$500,000 grant for health screenings, and would like to move \$100,000 from the Indirect Costs category to the Personnel category. As allowed by 2 CFR 200, the agency has enacted the 10% budget change requirement. Is prior written approval required?